

TAB

SECTION III - GENERAL GUIDELINES

The form is divided into two sections. The top portion is to be used for updating those requirements being levied against a position. The bottom portion is to be used to update those requirements levied against an organization unit and to make changes in the unit 'recap'. It should be noted that for each position language requirement shown in the top portion of the form a corresponding entry to the recap portion of the form will be required. It is suggested that the position language requirements be listed on the form first. Upon completing the position requirements, the unit recap entries can be easily entered from the position requirements. Should more than one page be required to complete the position requirements, the unit recap should be shown on the last page. Language requirements should be submitted on one original copy and two duplicates.

The identification of position language requirements fall into two categories: 1) those of a SPECIFIC type, and 2) those of a GENERAL type. For those of the SPECIFIC type, all data items 1 thru 14 must be entered. For those position requirements of a 'GENERAL' type, keep in mind that designated languages are levied against the unit recap only, and not against a position; data items 6 thru 12 must be omitted from the Language Designated Positions portion, but included in the Language Recap.

Data item number 4 is used to identify the action to be taken. The letter 'A' denotes an ADD and is to be used only when adding new language requirements to the Language Control Register (LCR). The letter 'D' denotes a DELETE and is to be used only when deleting a language requirement from the LCR. The only other valid action is represented by the letter 'C' denoting a CHANGE. This is to be used when the language requirement remains in affect, but some part of the requirement changes (i.e. the reading proficiency requirement changes). This type of action can be used to change data items 5 thru 12 of an already existing language requirement.